	Category	Business Requirement and Description	Phase	Priority	Required (Y/N and if Y, in what states)	Field Type (Date, List, Short Text, Long Text - If a List, list potential values)	Implementation Note
100	**General**						
101	General	The system shall facilitate change control tracking.	1.0	High			Automate current VDC form - attached
102	General	The system shall facilitate issue tracking.	1.0	High			
103	General	The system shall facilitate VDC work order notification management.	2.0	High			
104	General	The system shall facilitate notifications management.	2.0	High			
105		The system shall facilitate queue requests.	2.0	High			Automate current VDC form-attached
106	General	The system shall provide clear, time based tracking of all change controls, issues, VDC work orders, and queue notifications	1.0	High			
107	General	The system shall keep history information for all change controls, issues, VDC work orders, and queue notifications.	1.0	High			
108	General	The system shall allow for escalation of issues.	2.0	Medium			
109	General	The system shall provide email notification upon assignment.	1.0	High			
110	General	The system shall provide email notification upon up dates.	2.0	Medium			
111	General	The system shall provide email notification upon escalation.	2.0	Medium			
112	General	The system data shall be backed up on configurable intervals.	1.0	High			
113	General	The system must support portability of data to updated versions.	1.0	High			
114	General	The input screen will be configurable based on type of request. (e.g. issue, queue request, port request)	1.0	High			
200	**Access**						
201	Access	The system shall allow for ubiquitous access via web browsers.	1.0	High			
202	Access	The system shall allow simultaneous access to the number of users consistent with estimated usage.	1.0	High			
203	Access	The system shall allow for management of user rights and access permissions.	1.0	High			
204	Access	The system permission shall support field level permissions based on roles or individual permission levels.	1.0	High			
300	**Reports**						
301	Reports	See the report requirements spreadsheet	1.0	High			
400	**Specific - Change Control**						
	Request	The change control portion of the database shall include the following request information:	1.0				
401	Request	a: Title	1.0	High	Yes		
402	Request	b. Unique Identifier number	1.0	High	Yes		
403	Request	c. Type (e.g. issue, queue request, port request, etc.)	1.0	High	Yes		
404	Request	d. Priority (e.g. Normal, Urgent, etc.)	1.0	High	Yes		
405	Request	e: Status	1.0	High	Yes		
406	Request	f: Description	1.0	High	Yes		
407	Request	g: Systems affected	1.0	High	Yes		
408	Request	h: Dependencies	1.0	High	Yes		
409	Request	i: Risk Assessment	1.0	High	Yes (when opended)		

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4010	Request	j: Backout/Recovery Plan	1.0	High	Yes (when opended)		
410	**Timeframe**						
	Timeframe	The change control portion of the database shall include the following Timeframe information:	1.0				
411	Timeframe	a: Requested Implementation Date	1.0	High	Yes		
412	Timeframe	b: Requested Implementation Time	1.0	High	No		
413	Timeframe	c: Planned Implementation Date	1.0	High	Yes		
414	Timeframe	d: Planned Implementation Time	1.0	High	Yes (when opended)		
415	Timeframe	e: Emergency Justification (why less then 2 wks lead-time)	1.0	High	No		
416	Timeframe	f: Can the request be completed earlier?	1.0	High	No		
417	Timeframe	g: Estimated Duration to Complete the Change	1.0	High	Yes (when opended)		
418	Timeframe	h: Estimated Duration to Backout the Change	1.0	High	Yes (when opended)		
420	**Requester's Information**						
	Requester's Information	The change control portion of the database shall include the following requester's information:	1.0				
421	Requester's Information	a: Name	1.0	High	Yes		
422	Requester's Information	b: Phone	1.0	High	Yes		
423	Requester's Information	c: Pager	1.0	Medium	No		
424	Requester's Information	d: E-mail	1.0	High	Yes		
430	**Developer's Information**						
	Developer's Information	The change control portion of the database shall include the following developer's information:	1.0				
431	Developer's Information	a: Name	1.0	High	(Yes) When Assigned		
432	Developer's Information	b: Phone	1.0	High	no		
433	Developer's Information	c: Pager	1.0	Medium	no		
434	Developer's Information	d: E-mail	1.0	High	no		
440	**Approver's Information**						
	Approver's Information	The change control portion of the database shall include the following approver's information:	1.0				
441	Approver's Information	a: Name	1.0	High	Yes		
442	Approver's Information	b: Phone	1.0	High	no		
443	Approver's Information	c: Pager	1.0	Medium	no		
444	Approver's Information	d: E-mail	1.0	High	no		
450	**Assignee's Information**						
	Assignee's Information	The change control portion of the database shall include the following assignee's information:	1.0				
451	Assignee's Information	a: Name	1.0	High	Yes		

	Category	Business Requirement and Description	Phase	Priority	Required (Y/N and if Y, in what states)	Field Type (Date, List, Short Text, Long Text - If a List, list potential values)	Implementation Note
452	Assignee's Information	b: Phone	1.0	High	no		
453	Assignee's Information	c: Pager	1.0	Medium	no		
454	Assignee's Information	d: E-mail	1.0	High	no		
460	**Other**						
	Other	The change control portion of the database shall include the following additional information:	1.0				
461	Other	a: Attached Files	1.0	High	no		
462	Other	b: Notes	1.0	High	no		
463	Other	c: Note Archive	1.0	High	no		Archive of all notes in the form:
464	Other	d: History	1.0	High	no		History of all updates the change request in the form: